

Implementation



	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	May	Monthly topics and tasks <ul style="list-style-type: none"> End of year data review. Survey staff on SMART goals (feedback on what staff needs for professional development specific to the SMART goals). 				Support the building principal with the monthly topics and tasks.	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)		
		<ul style="list-style-type: none"> ISBE release of grant application. Participate in annual program survey. 	Provide technical assistance (for comprehensive schools) and will approve finalized grant application and/or amendments.		Release grant application.	<ul style="list-style-type: none"> Collaborate with leadership team to complete grant application. Complete annual program survey. 	<ul style="list-style-type: none"> Collaborate with leadership team to complete grant application. Complete annual program survey. 	<ul style="list-style-type: none"> Collaborate with leadership team to complete grant application. Complete annual program survey. 		Send annual program survey to schools and districts.

Please note that document will print best on legal-sized (8.5"x14") paper.
isbe.net/IL-EMPOWER



**Illinois
State Board of
Education**

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">IMPLEMENTATION STAGE</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">MAY/JUNE</p>	<p>End of the year data meeting</p> <ul style="list-style-type: none"> • What does the data tell us about student success and areas of concern? • What does the data tell us about staff practice progress? • What specific factors can be credited for success? • What specific factors could be the cause of areas of need? • What are the needs of the staff and how do they need to be supported for success with the SMART goals? • How are these needs determined? 	<ul style="list-style-type: none"> • Facilitate and lead the review of SMART goals, data, action plan on what occurs next, learning partner alignment, and review fiscal allocations. • Complete survey to document progress of school. 			<p>Participate in the meeting, ensure alignment between needs and learning partner scope of services.</p>	<ul style="list-style-type: none"> • Bring student and implementation data and participate in the meeting. • Ensure alignment between needs and learning partner scope of services. 		<ul style="list-style-type: none"> • Participate in meeting. • Report on progress and impact. • Consider scope of services. 	<ul style="list-style-type: none"> • Participate in meeting. • Report on progress and impact. • Consider scope of services. 	

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">IMPLEMENTATION STAGE</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">JUNE</p>	<p>Monthly topics and tasks</p> <p>Analyze and update the following elements within the School Improvement Plan (SIP):</p> <ul style="list-style-type: none"> • SMART goals (modify based on end-of-year data review) • Key activities, milestones, timelines, funding sources, and people responsible for implementation • Local assessment(s) to measure academic progress • Monitoring plan that includes all SMART goals. <p>Update action plan based on survey from staff in May for supporting the SIP</p> <ul style="list-style-type: none"> • Action needed, by whom, by when. • Resources to support action (professional development needs, learning partner matches). • Budget allocation and expenses. • Measures to monitor implementation of action plan. <p>Map out PD topics and focus for the upcoming school year.</p>				Support the building principal with the monthly topics and tasks.	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	JUNE	Grant application due to ISBE.	Review and approve finalized grant application.		Review and approve finalized grant application.	Submit finalized grant application to ISBE.					
		School Improvement Report (SIR) reminder. Reporting period ends on 6/30.	<ul style="list-style-type: none"> Send follow-up communication to schools that the window has opened. Provide technical assistance and support to schools to complete and submit SIR. 	Send communication to comprehensive and targeted schools that window for SIR completion has opened.		Work on SIR in IWAS.	Work on SIR in IWAS.	Work on SIR in IWAS.			
		Quarterly Expenditure Report (QER) reminder. Fourth-quarter reporting period ends on 6/30.				Prepare QER for ISBE.					

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE JULY	QER due to ISBE on 7/20.				Submit QER to ISBE.					
	District summer check-in meeting.	<ul style="list-style-type: none"> Facilitate and discuss the needs of the school(s). Submit survey to document progress of school and district. 			Discuss the needs of the school with the IL-EMPOWER coordinator.					
	Implementation of funds for fiscal year begins.									
	SIR due to ISBE on 7/20.	Check for completion of SIR and communicate with schools.	Communicate with schools and districts on the completion of the SIR.		Complete SIR in IWAS.	Complete SIR in IWAS.	Complete SIR in IWAS.			

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	JULY	<p>Monthly topics and tasks</p> <ul style="list-style-type: none"> Evaluate school improvement team. Develop a timeline for district and school leadership meetings. District and building administration review state assessments and plan for sharing of data. Review engagement and communication with families Review engagement and communication with Stakeholder Advisory Group. 			Support the building principal with the monthly topics and tasks.	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
	AUGUST	Identify schools that may not meet exit criteria at end of FY and discuss additional supports for upcoming year.	Review school progress data from previous years; develop initial list.	Facilitate IEC team meeting to discuss identified schools and potential supports for upcoming FY.						

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	AUGUST	Monthly topics and tasks <ul style="list-style-type: none"> Prepare for benchmark testing. Review School Improvement Goals with staff. Prepare state assessment data that will be shared with staff in September relevant to SMART goals. 	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead based on monthly topic and task; submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Comprehensive schools ONLY: Meet with IEC to discuss monthly topics and tasks. 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
	AUGUST/SEPTEMBER	Conduct benchmark assessments.				Ensure that benchmark assessments that allows for progress monitoring towards goals is occurring.	Conduct benchmark assessment that allows for progress monitoring toward goal.	Conduct benchmark assessment that allows for progress monitoring toward goal.			

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE SEPTEMBER	Monthly topics and tasks <ul style="list-style-type: none"> Complete benchmark testing by the end of the month and analyze data. Share state assessment results and analyze data with school staff. 	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead based on monthly topic and task; submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
	QER reminder. First-quarter reporting period ends on 9/30.				Prepare QER for ISBE.					

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">IMPLEMENTATION STAGE</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">OCTOBER</p>	<p>Beginning of year data meeting</p> <ul style="list-style-type: none"> • What are our sources of data? • How are we analyzing our data? • What does the data tell us about staff practice progress? • What specific factors can be credited for success? • What specific factors could be the cause of areas of need? • What are the needs of the staff and how do they need to be supported for success with the SMART goals? • How are these needs determined? • What does the data tell us about student success and areas of concern? 	<ul style="list-style-type: none"> • Facilitate and lead the review of SMART goals, data, action plan on what occurs next, learning partner support, and fiscal allocations. • Complete survey to document progress of school. 			<p>Participate in the meeting, ensure alignment between needs and learning partner scope of services.</p>	<ul style="list-style-type: none"> • Bring student and implementation data and participate in the meeting. • Ensure alignment between needs and learning partner scope of services. 		<p>Participate in meeting, report on progress and impact, consider scope of services.</p>	<p>Participate in meeting, report on progress and impact, consider scope of services.</p>	

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	OCTOBER	Monthly topics and tasks Revisit and reflect on SIP and action steps.				Support the building principal with the monthly topics and tasks.	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
		SIR reminder. Reporting period ends on 10/31.	<ul style="list-style-type: none"> Send follow-up communication to schools that the window has opened. Provide technical assistance and support to schools to complete and submit SIR. 	Send communication to comprehensive and targeted schools that window for SIR completion has opened.		Work on SIR in IWAS.	Work on SIR in IWAS.	Work on SIR in IWAS.			
		QER due to ISBE on 10/20.				Submit QER to ISBE.					
	OCTOBER/NOVEMBER	Summative designations released by ISBE.	<ul style="list-style-type: none"> After district receives communication from director. Send communication to principal and district representative to schedule a meeting. 	Send initial notification letter to superintendent.	Summative designation released by ISBE.	<ul style="list-style-type: none"> Receive designation letter. Schedule time to meet with assigned IL-EMPOWER coordinator (comprehensive schools only). 	Receive designation letter and schedule time to meet with assigned IL-EMPOWER coordinator.	Receive designation letter.			

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	NOVEMBER	SIR due to ISBE on 11/20.	Check for completion of SIR and communicate with schools.	Communicate with schools and districts on the completion of the SIR.		Complete SIR in IWAS.	Complete SIR in IWAS.	Complete SIR in IWAS.			
		Monthly topics and tasks Reflect on learning partner match relevant to the needs of the school at this time of the year.	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead meeting based on monthly topics and tasks. Submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE DECEMBER	Monthly topics and tasks Prepare for benchmark testing.	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead meeting based on monthly topics and tasks. Submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
	QER reminder. Second quarter reporting period ends on 12/31.				Prepare QER for ISBE.					

	Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	JANUARY	Monthly topics and tasks <ul style="list-style-type: none"> Revisit and reflect on school improvement plan and action steps. 			<ul style="list-style-type: none"> Support the building principal with monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
		QER due to ISBE on 1/20.			Submit QER to ISBE.					
	JANUARY/MID-FEBRUARY	Mid-year data meeting <ul style="list-style-type: none"> What does the data tell us about student success and areas of concern? What does the data tell us about staff practice progress? What specific factors can be credited for success? What specific factors could be the cause of areas of need? What are the needs of the staff and how do they need to be supported for success with the SMART goals? How are these needs determined? 	Facilitate and lead the review of SMART goals, data, action plan on what occurs next, learning partner support, and fiscal allocations. <ul style="list-style-type: none"> Complete survey to document progress of school. 		<ul style="list-style-type: none"> Participate in the meeting. Ensure alignment between needs and learning partner scope of services. 	<ul style="list-style-type: none"> Bring student and implementation data and participate in the meeting. Ensure alignment between needs and learning partner scope of services. 		Participate in meeting, report on progress and impact, consider scope of services.	Participate in meeting, report on progress and impact, consider scope of services.	

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	FEBRUARY	Monthly topics and tasks <ul style="list-style-type: none"> Complete benchmark data review meetings by the middle of February. 				Support the building principal with the monthly topics and tasks.	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
		Annual ESSA Conference.	Plan logistics, communicate with schools, and facilitate session.	Lead ESSA Conference.	Plan overall schedule to include peer sessions.		Complete any pre-work, participate in session peer sharing.				
		SIR reminder. Reporting period ends on 2/28.	<ul style="list-style-type: none"> Send follow-up communication to schools that the window has opened. Provide technical assistance and support to schools to complete and submit SIR. 	Send communication to comprehensive and targeted schools that window for SIR completion has opened.		Work on SIR in IWAS.	Work on SIR in IWAS.	Work on SIR in IWAS.			

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator
IMPLEMENTATION STAGE	MARCH	Evaluate learning partner effectiveness <ul style="list-style-type: none"> Comprehensive schools (required). Targeted schools (optional). 	Facilitate evaluation of learning partner effectiveness.	Support IL-EMPOWER coordinators in facilitating evaluation of learning partner effectiveness.		Meet with IEC to evaluate learning partner effectiveness. (targeted schools optional).	Meet with IEC to evaluate learning partner effectiveness. (required).	Evaluate learning partner effectiveness. (optional).			
		Monthly topics and tasks <ul style="list-style-type: none"> Reflect on learning partner match relevant to the needs of the school at this time of the year. Comprehensive schools (required). Targeted schools (optional). 	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead based on monthly topic and task. Submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)			
		SIR due to ISBE on 3/20.	Check for completion of SIR and communicate with schools.	Communicate with schools and districts on the completion of the SIR.		Complete SIR in IWAS.	Complete SIR in IWAS.	Complete SIR in IWAS.			
		QER reminder. Third-quarter reporting period ends on 3/30.				Prepare QER for ISBE.					

		Key activities	IL-EMPOWER coordinators	IL-EMPOWER director	ISBE	District staff	Comprehensive school principal	Targeted school principal	Primary partner	Approved learning partner	External evaluator	
IMPLEMENTATION STAGE	APRIL	Monthly topics and tasks Prepare for benchmark testing.	<ul style="list-style-type: none"> Monthly check-in with schools. Facilitate and lead meeting based on monthly topic and task. Submit survey on school progress to ISBE. 			<ul style="list-style-type: none"> Support the building principal with the monthly topics and tasks. Meet with IEC to discuss monthly topics and tasks (comprehensive schools only). 	<ul style="list-style-type: none"> Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.) Meet with IEC to discuss monthly topics and tasks. 	Facilitate discussion with school leadership team and staff on monthly topics and tasks. (Refer to Monthly Topics and Tasks with Essential Questions.)				
		Annual information meeting Communicate to the districts, schools, and learning partners on allocation, allowable expenses, processes, and deliverables.	Attend meeting	Coordinate and lead meeting on requirements for program, fiscal allocations, reporting; and planning grant application writing.	Provide live webinar support.	Attend meeting.	Attend meeting.	Attend meeting.	Attend meeting.	Attend meeting.		
		QER due to ISBE on 4/20.				Submit QER to ISBE.						